



# Focus Group Discussion

- **Define Requirement (1.0) [ 5%]**
  - Describe requirement (1.1) - **1%**
  - Identify special requirements (1.2) - **0%**
  - Provide funding (1.3) - **4%**
- **Develop Procurement Strategy (2.0) [ 1%]**
  - Conduct industry research (2.1) - **0%**
  - Develop procurement plan (2.2) - **1%**
- **Award Procurement Instrument (3.0) [ 12%]**
  - Issue solicitation (3.1) - **0%**
  - Communicate with industry (3.2) - **0%**
  - Evaluate responses to solicitation (3.3) - **0%**
  - Execute procurement instrument - **12%**
- **Administer Procurement Instrument (4.0) [ 3%]**
  - Monitor procurement instrument performance (4.1) - **0%**
  - Approve payment (4.2) - **0%**
  - Close out procurement instrument (4.3) - **3%**
- **Manage Funds Usage (5.0) [ 78%]**
  - Establish lines of account (5.1) - **9%**
  - Update funds status (5.2) - **2%**
  - Pay vendor (5.3) - **13%**
  - Reconcile contract funds (5.4) - **1%**

